UNITED STATES FEDERAL JURY SERVICE

REPORTING DATE

- You **MUST** call 1-866-313-2350 on the date and time indicated on the front of your summons.

- When calling the toll-free recorded message to receive your reporting instructions, you must have your 9-digit participant number available in order to access the system. This number appears above your name on the front of your summons.

- The recorded instructions will tell you **if** you are scheduled to report for jury duty on the next working day or **when you should call** the recording again.

PENALTIES

Jurors who fail to report to court when instructed to do so may be served by the United States Marshals Service with an order to show cause why they should not be held in contempt of court for not appearing as instructed. Upon a finding of contempt, the Court could impose statutory penalties.

LENGTH OF SERVICE

- You are **"on call"** for **two weeks** beginning on the date that appears on the front of your summons.

- You are **ONLY** required to travel to the courthouse when specifically instructed to do so via the recorded message.

- It is unlikely that you will be sequestered during your service.

TO REQUEST AN EXCUSE

- All requests must be **IN WRITING** via U.S. Mail, Fax or by using the electronic excuse form on the Court's website (www.flmd.uscourts.gov).

- All requests MUST be submitted to the Jury Staff in the division where your jury service is to take place, no later than 5 days prior to your reporting date.

- **DO NOT** wait until your first day of jury service to request an excuse. If you do and are excused, the Court will not pay you or give you credit for that day's attendance.

- All letters must be written by you, the prospective juror, and may not come from your employer.

- **NO** oral excuses will be taken over the phone.

- It is the juror's responsibility to verify that an excuse has been granted.

- To check the status of a pending request for excuse, deferral or postponement (please allow 5-7 business days after submitting your request), call the automated jury information system at 1-866-313-2350 (you must have your 9 digit participant number in order to use this system.)

- If you are 70 years of age or older and do not wish to serve, send us that information in writing and you will be excused from jury service.

ATTENDANCE FEES, MILEAGE & SUBSISTENCE

- Jurors are paid $40.00 per day plus the current federal government mileage allowance and tolls.

- All U.S. government employees, except postal employees, will continue to receive their regular salary in lieu of an attendance fee.

- If you live 60 miles or more from the courthouse, a subsistence allowance will be paid to you if it becomes necessary for you to spend the night.

ATTIRE

- You are expected to conduct yourself with reserve and courtesy, and when appearing at the courthouse, must dress appropriately to preserve the dignity of the Court. Proper attire includes coat and tie for men and similarly appropriate attire for women. No jeans or polo shirts.

FOOD

- There is no food service in the building. However soda & snack machines, a refrigerator, and a microwave are located in the jury assembly room for your convenience. For those wishing to go to lunch, local restaurant menus are available.

QUESTIONS

- Direct questions (call collect if necessary) to Jury Staff at 407-835-4330.

PARKING

- Parking is available at the City of Orlando's **Church Street Parking Garage** located at 150 S. Hughey Avenue.

- The entrance of the Church St. Parking Garage is located on Hughey and Bob Snow Lane (blinking light). The garage is on the right next to Orlando Police Headquarters on Hughey Avenue. It's one block **after** the federal courthouse.

- **DO NOT** park at the Centroplex garage. Centroplex is for County jurors only.

DISABLED PARKING

- Disabled jurors may also check the Court's website (www.flmd.uscourts.gov) or contact the Jury Staff for additional information on disabled parking in Orlando.

CHECKLIST

✓ Electronic devices including cellular phones, laptop computers, sound/recording equipment, photographic/broadcasting equipment are prohibited. **You will not be permitted to bring them into the building.**

✓ All individuals entering the building are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined through an x-ray machine.

✓ A valid photo ID must be shown when entering the courthouse.

✓ REMEMBER to bring your parking ticket with you to the Jury Assembly Room (3rd floor) for validation.

DRIVING DIRECTIONS

The Federal Courthouse is located at the corner of Washington Street and Hughey Avenue. It is to the **North** of the Church St. Parking Garage on Hughey.

If traveling east on I-4, take the Amelia St. exit (83B), turn left on Amelia to Hughey, and turn left on Hughey. Turn right on Bob Snow Lane (blinking light) to the entrance of Church St. Parking Garage.

If traveling west on I-4, take the Colonial Drive (Hwy. 50) exit (84) and proceed straight ahead on Hughey. Turn right on Bob Snow Lane (blinking light) to the entrance of Church St. Parking Garage.

If traveling from the east, take 408-W, to the Rosalind Ave exit (11). Turn left on South St. Turn right on Rosalind Ave. Turn left on Amelia St. Turn left on Hughey. Turn right on Bob Snow Lane (blinking light) to the entrance of Church St. Parking Garage.

If traveling from the west, take 408-E, proceed to I-4 east. Follow the directions from I-4 East above.

CONSTRUCTION ALERT

In light of I-4/S.R. 408 Construction, please visit www.dot.state.fl.us for the latest road closures and detours.

United States Federal Court

George C. Young U.S. Courthouse & Federal Building

80 N. Hughey Ave.
Orlando, Florida 32801
407-835-4200

www.flmd.uscourts.gov

Welcome to Federal Jury Service.

The Orlando Division serves the following counties: Brevard, Orange, Osceola, Seminole and Volusia.

This is **NOT** Orange County Jury Service.

Enclosed you will find **IMPORTANT** information. *Please read through it carefully.*